

INSTRUCTIONS TO AUTHORS

(revised January 2017)

All manuscripts are submitted online at
<http://www.editorialmanager.com/arachno>

General: The *Journal of Arachnology* publishes scientific articles reporting novel and significant observations and data regarding any aspect of the biology of arachnid groups. Articles must be scientifically rigorous and report substantially new information. Submissions that are overly narrow in focus (e.g., local faunal lists, descriptions of a second sex or of a single species without additional discussion of the significance of this information), that have poorly substantiated observational data, or that present no new information will not be considered. Book reviews will not be published.

Manuscripts must be in English and should use the active voice throughout. Authors should consult a recent issue of the *Journal of Arachnology* for additional points of style. Manuscripts longer than three printed journal pages (12 or more double-spaced manuscript pages) should be prepared as Feature Articles, shorter papers as Short Communications. Invited Reviews will be published from time to time and unsolicited reviews are also welcomed. All reviews will be subject to the same review process as other submissions.

Submission: Manuscripts should be prepared in Microsoft Word and then submitted electronically via our online system, *PeerTrack* (<http://www.editorialmanager.com/arachno>). *PeerTrack* will guide you through the step-by-step process including uploading the manuscript and all of its parts. The paper can be uploaded as one piece, with tables, figures, and appendices embedded, or as text, then tables, figures, and appendices, each uploaded individually. Ultimately, *PeerTrack* will assemble all parts of the paper into a PDF that you, as corresponding author, will need to approve before the submission process can be completed. Supplemental Materials (see below) can also be uploaded, but they are not bundled into the PDF.

Voucher Specimens: Specimens of species used in your research should be deposited in a recognized scientific institution. All type material *must* be deposited in a recognized collection/institution and the identity of the collection must be given in the text of the manuscript.

Checklist—Common Formatting Errors is available as a PDF at <http://www.americanarachnology.org/JOA.html#instructions>

FEATURED ARTICLES

Title page.—The title page includes the complete name, address, and e-mail address of the corresponding author; the title in bold text and sentence case; each author's name and address; and the running head.

Running head.—This should be in all capital letters, not exceeding 60 characters and spaces, and placed at the top of the title page. It should be composed of the authors' surnames and a short title. Examples: SMITH—SALTICIDS OF PANAMA; SMITH & CRUZ—SALTICIDS... ; SMITH ET AL.—SALTICIDS...

Abstract.—Length: ≤ 250 words for Feature Articles; ≤ 150 words for Short Communications.

Keywords.—Give 3–5 appropriate keywords or phrases following the abstract. *Keywords should not duplicate words in the title.*

Text.—Double-space text, tables, legends, etc. throughout. Except for titles and headers, all text should be left-justified. Do not add line numbers—they are automatically added by *PeerTrack*. Three levels of heads are used.

- The first level (METHODS, RESULTS, etc.) is typed in capitals and centered on a separate line.
- The second level head begins a paragraph with an indent, is in bold type, and is separated from the text by a period and a dash.
- The third level may or may not begin a paragraph but is italicized and separated from the text by a colon.

Use only the metric system unless quoting text or referencing collection data. If English measurements are used when referencing collection data, then metric equivalents should also be included parenthetically. All decimal fractions are indicated by a period (e.g., 3.141). Include geographic coordinates for collecting locales if possible, using one of the following formats: 0°12'32"S, 29°52'17"E or 0.2089°S, 29.8714°E.

Citation of references in the text: Cite only papers already published or in press. Include within parentheses the surname of the author followed by the date of publication. A comma separates multiple citations by the same author(s) and a semicolon separates citations by different authors, e.g., (Smith 1970), (Jones 1988; Smith 1993), (Smith & Jones 1986, 1987; Jones et al. 1989). Include a letter of permission from any person who is cited as providing unpublished data in the form of a personal communication.

Citation of taxa in the text: Include the complete taxonomic citation (author, year) for each arachnid genus and/or species name when it first appears in the abstract and text proper. For example, *Araneus diadematus* Clerck, 1757. For Araneae, this information can be found online at www.wsc.nmbe.ch. Citations for scorpions can be found in the *Catalog of the Scorpions of the World (1758–1998)* by V. Fet, W.D. Sissom, G. Lowe & M.E. Braunwalder. Citations for the smaller arachnid orders (pseudoseorpions, solifuges, whip scorpions, whip spiders, schizomids, ricinuleids and palpigrades) can be found at museum.wa.gov.au/catalogues-beta/. Citations for some species of Opiliones can be found in the *Annotated Catalogue of the Laniatores of the New World (Arachnida, Opiliones)* by A.B. Kury.

Literature cited.—Use the following style and formatting exactly as illustrated; include the full unabbreviated journal title. Personal web pages should not be included in Literature Cited. These can be cited within the text as (John Doe, pers. website) without the URL. Institutional websites may be included in Literature Cited. If a citation includes more than six authors, list the first six and add "et al." to represent the others.

- Binford, G. 2013. The evolution of a toxic enzyme in sicariid spiders. Pp. 229–240. *In* Spider Ecophysiology. (W. Nentwig, ed.). Springer-Verlag, Heidelberg.
- Cushing, P.E., P. Casto, E.D. Knowlton, S. Royer, D. Laudier, D.D. Gaffin et al. 2014. Comparative morphology and functional significance of setae called papillae on the pedipalps of male camel spiders (Arachnida, Solifugae). *Annals of the Entomological Society of America* 107:510–520.
- Harvey, M.S. & G. Du Preez. 2014. A new troglobitic ideoroncid pseudoscorpion (Pseudoscorpiones: Ideoroncidae) from southern Africa. *Journal of Arachnology* 42:105–110.
- World Spider Catalog. 2015. World Spider Catalog. Version 16. Natural History Museum, Bern. Online at <http://wsc.nmbe.ch/>
- Roewer, C.F. 1954. *Katalog der Araneae*, Volume 2a. Institut Royal des Sciences Naturelles de Belgique, Bruxelles.
- Rubio, G.D., M.O. Arbino & P.E. Cushing. 2013. Ant mimicry in the spider *Myrmecotypus iguazu* (Araneae: Corinnidae), with notes about myrmecomorphy in spiders. *Journal of Arachnology* 41:395–399.

Footnotes.—Footnotes are permitted on the first page, only to give current address or other author information, and at the bottom of tables (see below).

Taxonomic articles.—Consult a recent taxonomic article in the *Journal of Arachnology* for style or contact a Subject Editor for Systematics. Papers containing original descriptions of focal arachnid taxa should be listed in the Literature Cited section.

Tables.—Each table, with the legend above, should be placed on a separate manuscript page. Only horizontal lines (usually no more than three) should be included. When necessary, tables may have footnotes, for example, to specify the meanings of symbols about particular data.

Illustrations.—Original illustrations include photographs, line drawings, maps, and other graphic representations. All should be considered figures and numbered consecutively with other figures. You should ensure that all illustrations, at submission, are at high enough resolution to be useful to editors and reviewers; 300 dpi is usually sufficient.

At the discretion of the Editor-in-Chief, a figure can be rendered in color in the online version but in monochrome in the journal's printed version, or in color in both versions if warranted by the figure's context and content. Most figures will be reduced to single-column width (9 cm, 3.5 inches), but large plates can be printed up to two-columns width (18 cm, 7 inches). Address all questions concerning illustrations to the Editor-in-Chief of the *Journal of Arachnology*: **Deborah R. Smith, Editor-in-Chief** [E-mail: debsmith@ku.edu].

Legends for illustrations should be placed together on the same page(s). Each plate must have only one legend, as indicated below:

Figures 1–4. *A-us x-us*, male from Timbuktu: 1. Left leg. 2. Right chelicera. 3. Dorsal aspect of genitalia. 4. Ventral aspect of abdomen.

The following alternate Figure numbering is also acceptable:

Figure 1a–e. *A-us x-us*, male from Timbuktu: a. Left leg. b. Right chelicera. c. Dorsal aspect of genitalia. d. Ventral aspect of abdomen.

Assemble manuscript.—The manuscript should be assembled in the following sequence: title page, abstract, text, tables with legends, figure legends, figures. As noted above, at the time of submission the paper can be uploaded as one piece, with tables, figures, and appendices embedded, or as text, then tables, figures, and appendices, each uploaded individually.

Supplemental materials.—Authors may submit for online publication materials that importantly augment the contents of a manuscript. These may be audio files (e.g., .mp3, .m4a, .aif, .wav), video files (e.g., .mov, .m4v, .flv, .avi), or Word documents (e.g., .doc, .docx) for large tables of data. Consult with the Editor-in-Chief if you are considering submitting other kinds of files. Audio and video files should be carefully edited before submission to eliminate leaders, trailers, and other extraneous content. Individual files may not exceed 10MB; no more than five files may be included as supplemental materials for a manuscript.

Supplemental materials will be considered by reviewers and therefore must be included at the time of manuscript submission. Supplemental materials are published online at the discretion of the editors.

SHORT COMMUNICATIONS

Short Communications are usually limited to 3–4 journal pages, including tables and figures (11 or fewer double-spaced manuscript pages including Literature Cited; no more than 2 figures or tables). Internal headings (METHODS, RESULTS, etc.) are omitted. Short communications must include an abstract and keywords.

Page charges.—Page charges are voluntary, but authors who are not members of the American Arachnological Society are strongly encouraged to pay in full or in part for their articles (\$75 per journal page).

Proofs.—The Journal's expectation is that the final revision of a manuscript, the one that is ultimately accepted for publication, will not require substantive changes. Accordingly, the corresponding author will be charged for excessive numbers of changes made in the proofs.

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COVER ARTWORK

Authors are encouraged to send high quality color photographs to the Editor-in-Chief to be considered for use on the cover. Images should be at least 300 dpi.